



**City of Tullahoma**  
**Department of Planning & Codes**  
321 N. Collins Street, Tullahoma, TN 37388  
Phone: 931-455-2282 FAX: 931-454-1765

## Sign Permit Application

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### TYPE OF SIGN PERMIT:

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Permanent Sign

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Temporary Sign

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### LOCATION OF SIGN:

Street Address: \_\_\_\_\_ Tax Map: \_\_\_\_\_ Group: \_\_\_\_\_ Parcel: \_\_\_\_\_

Nearest Intersection or Cross Street: \_\_\_\_\_ Zoning Classification: \_\_\_\_\_

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### APPLICANT INFORMATION:

Name of Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Sign Installer: \_\_\_\_\_ License: \_\_\_\_\_ State: \_\_\_\_\_

Electrical Contractor (If Applicable): \_\_\_\_\_ License: \_\_\_\_\_

Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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### PERMANENT SIGN INFORMATION:

☐

On Building Wall

☐

Freestanding

☐

Canopy

☐

Illuminated (Exterior)

☐

Illuminated (Interior)

☐

Non-Illuminated

Sign Message: \_\_\_\_\_

Sign Dimensions: Length: \_\_\_\_\_ Ft. \_\_\_\_\_ Inches Width: \_\_\_\_\_ Ft. \_\_\_\_\_ Inches

Sign Area: \_\_\_\_\_ Square Feet Sign Height: \_\_\_\_\_ Ft. \_\_\_\_\_ Inches (measured from top of sign to grade)

Number of Faces: \_\_\_\_\_ Building Frontage : \_\_\_\_\_ Feet Lot Width at Street: \_\_\_\_\_ Feet

Total Area of existing signs currently on building / premises: \_\_\_\_\_ Square Feet

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## TEMPORARY SIGN INFORMATION:

LOCATION: \_\_\_\_\_ Public Right-of-Way \_\_\_\_\_ Private Property

TIME OF DISPLAY: \_\_\_\_\_ Weekends Only \_\_\_\_\_ Other Times (Not to exceed 21 Days)

Sign Erection Date: \_\_\_\_\_ Date Sign to be Removed: \_\_\_\_\_

Sign Message: \_\_\_\_\_

Sign Dimensions: Length: \_\_\_\_\_ Ft. \_\_\_\_\_ Inches Width: \_\_\_\_\_ Ft. \_\_\_\_\_ Inches

Sign Area: \_\_\_\_\_ Square Feet Sign Height: \_\_\_\_\_ Ft. \_\_\_\_\_ Inches (measured from top of sign to grade)

Number of Faces: \_\_\_\_\_ Building Frontage : \_\_\_\_\_ Feet Lot Width at Street: \_\_\_\_\_ Feet

Total Area of existing signs currently on building / premises: \_\_\_\_\_ Square Feet

Is Drawing Attached : \_\_\_\_\_ Yes \_\_\_\_\_ No

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## TO BE READ BY APPLICANT:

Any information that the applicant has set forth in this application that is false or misleading may result in the rejection of this application. A condition for the issuance of this permit is that the proposed construction will comply at all times with the plans as approved by the Tullahoma Planning & Codes Department. I hereby declare and affirm, under the penalty of perjury, that all matters and facts set forth in this sign permit application are true and correct to the best of my knowledge, information and belief.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Planning & Codes Director Signature

\_\_\_\_\_  
Date

APPROVED \_\_\_\_\_ APPROVED WITH NOTES \_\_\_\_\_ DENIED \_\_\_\_\_

AMOUNT FEES PAID: \$ \_\_\_\_\_

DATE PAID: \_\_\_\_\_

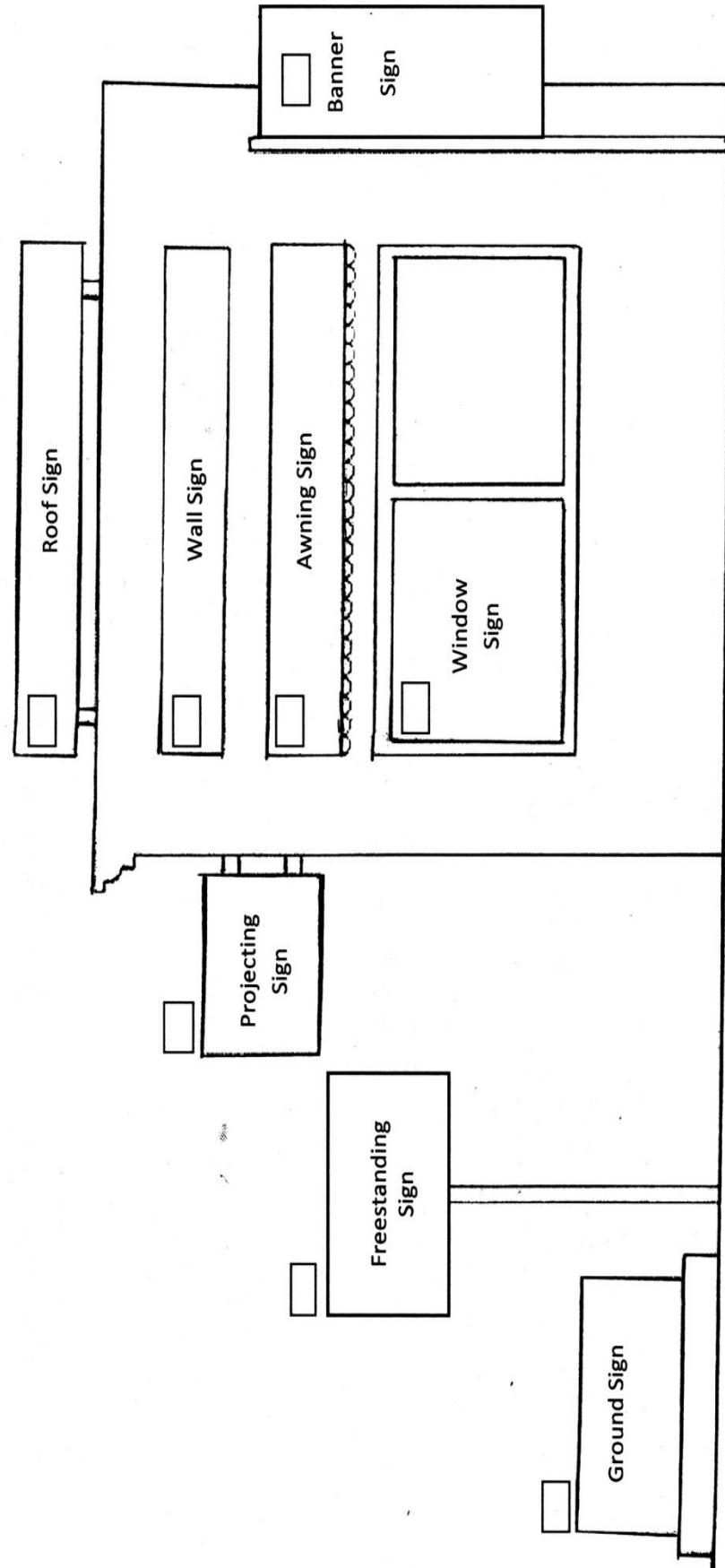
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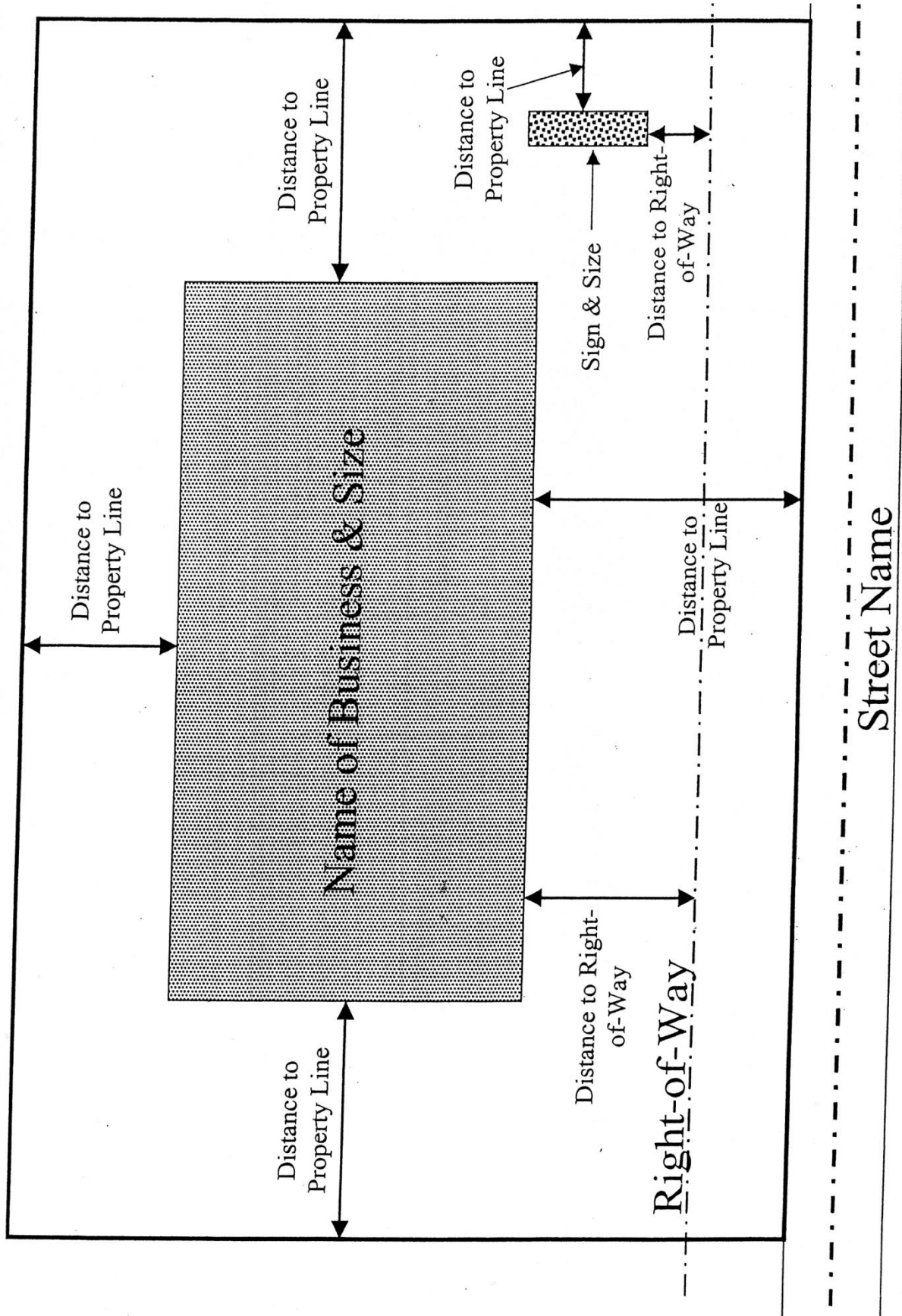
## SIGN PERMIT FEES:

- \$30 for Temporary Signs
- \$20 plus \$1 per square foot of surface area display for Permanent Signs
- No permit fee shall be required for the demolition, removal or relocation of any sign or sign structure.

# Sign Types

**Please check ✓ sign type applying for**







# City of Tullahoma

## Department of Planning & Codes

### Sign Permit Check List

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Street Address: \_\_\_\_\_

Address of Sign Location: \_\_\_\_\_

Contact Name / Phone #: \_\_\_\_\_

An application for a sign permit shall be made upon forms provided by the Department of Planning & Codes and shall include the following information:

#### **ALL SIGN PERMITS REQUIRE:**

- \_\_\_\_ 1. Detailed Site Plan indicating the location of building(s), site improvements including parking and landscaping areas, utility service lines, and signage.
- \_\_\_\_ 2. The owner or contractor will provide a sketch or drawing of the sign or sign structure with the verbiage to be used in the sign message.

#### ***IN ADDITION TO THE ABOVE, THE FOLLOWING IS REQUIRED PER SIGN TYPE:***

#### **SIGNS ATTACHED TO A BUILDING OR STRUCTURE REQUIRE:**

- \_\_\_\_ 1. A dimensional sketch showing the position of the sign in relation to the building or structure to which it will be attached. *The linear footage of the building frontage and signs in existence at the time of application shall be included. Mansard roof signs shall submit plans to show compliance with the applicable provisions of the adopted **International Building Code**, as amended.*

#### **PERMANENT GROUND SIGNS REQUIRE:**

- \_\_\_\_ 1. The owner or contractor will provide a two dimensional plan showing the height, shape, and display surface area.
- \_\_\_\_ 2. Foundation and structural plans.

#### **SIGNS REQUIRING ELECTRICAL POWER:**

- \_\_\_\_ 1. The owner or contractor shall obtain an electrical permit(s) for inspections.
- \_\_\_\_ 2. Detailed plans to determine compliance with applicable electrical codes.

APPROVED \_\_\_\_\_ APPROVED WITH NOTES \_\_\_\_\_ DENIED \_\_\_\_\_

NOTES: \_\_\_\_\_

\_\_\_\_\_  
Building Inspector/Code Enforcement Signature

\_\_\_\_\_  
Date